

# Attachment 2 to International Program Aspects (IPA) Memo

Steps for manual submission of  
Phase I International Program  
Aspects data

# IPA Data Capture – Policy Summary

- International Program Aspects (IPA) data must be submitted and validated as current at least quarterly in conjunction with the monthly Defense Acquisition Executive Summary (DAES) meeting review process.
- Components using AV Web Services for data submission will continue to do so.
- Components lacking AV Web Services shall manually submit IPA data via the Defense Acquisition Management Information Retrieval (DAMIR) Foreign Military Sales (FMS) data entry screen, as described in the following slides.

# Manual IPA Data Capture – Step 1

DAMIR  
Office of the Under Secretary of Defense for Acquisition, Technology, and Logistics

Welcome, Mr. Dennis R. Hyde | Monday, May 16, 2011 | [Help](#)

DAMIR Portal

**DAMIR Alerts**

- > DAMIR help is available via e-mail: [damir@caci.com](mailto:damir@caci.com) (acquisition reporting and DAMIR application) and [damir@osd.mil](mailto:damir@osd.mil) (DAMIR account). Help is also available via telephone at 703-679-5345.
- > For information on DAMIR training and support, please visit the DAMIR public website at [www.acq.osd.mil/damir](http://www.acq.osd.mil/damir).

**Notifications**

- > FBCB2 DEC 2010 SAR Released to AR&A/AM Release
- > LCS DEC 2010 SAR Released to AR&A/AM Release
- > JASSM (JASSM/JASSM-ER) DEC 2010 SAR Released to AR&A/AM Release
- > SBIRS HIGH DEC 2010 SAR Assigned to AR&A/AM Release
- > DDG 1000 DEC 2010 SAR Assigned to AR&A/AM Release
- > CHEM DEMIL-ACVVA DEC 2010 SAR Released to AR&A/AM Release
- > JLENS DEC 2010 SAR Assigned to AR&A/AM Release
- > BQ-44/B UAS GLOBAL HAWK

**Purview**

- [Program View](#)
- [Acquisition Documents](#)
- [DAES Review](#)
- [Ad hoc Reports](#)
- [Portfolio View](#)
- [Official MDAP List](#)

**Data Collection**

- [Create or Edit a SAR](#)
- [Create or Edit an APP](#)
- [Create or Edit a DAES Report](#)
- [Manage Submissions](#)

**Administration**

- [Update My Information](#)
- [Manage Notifications](#)

**Related Sites**

- [Acquisition Web](#)
- [DAMIR Public Website](#)
- [Army AIM](#)
- [Navy Dashboard](#)
- [Air Force SMART](#)
- [DPAP](#)
- [AT&L Knowledge Sharing System \(AKSS\)](#)
- [DAB Schedule](#)
- [ADM Web Site](#)

**Recent Programs**



- VTUAV
- AHLTA
- F-35

1. On the *DAMIR Portal* page, select "Create or Edit a DAES Report"

# Manual IPA Data Capture – Step 2

DAMIR  
Office of the Under Secretary of Defense for Acquisition, Technology, and Logistics

Welcome, Mr. Dennis R. Hyde | Monday, May 16, 2011 | [Help](#)

[DAMIR Portal](#) > DAES Report Program Selection

Search

Display Options

Included Program Types:

- ☒ MDAP
- ☐ Pre-MDAP
- ☐ MAIS
- ☐ Pre-MAIS
- ☐ Special Interest
- ☐ Other
- ☐ Unknown

Active Status:  
Active Only

Group By:  
Service

Refresh List

Basic View | [Advanced View](#)

DAES Program List

Navy


- VTUAV

2. Under *DAES Program List*, select the relevant program

# Manual IPA Data Capture – Step 3

Initialize a new DAES Report for VTUAV (PNO: 253)

Initialization and Source

Effective Date:  

\*Note: This date may be changed at a later time.

Source Submission:

☐ Initialize from existing shelved data

Note: If the "Initialize from existing shelved data" selection sections, that information will be used.

Please select the sections you wish to initialize for this report.  
Note: the selected sections may be modified once the submission is initialized.

| Section  | Latest DAES Date | Shelf Date |
|--|------------------|------------|
| <input type="checkbox"/> Points of Contact           | 3/3/2011         | --         |
| <input type="checkbox"/> Program Picture             | 3/3/2011         | --         |
| <input type="checkbox"/> Mission & Description       | 3/3/2011         | --         |
| <input type="checkbox"/> Executive Summary           | 3/3/2011         | --         |
| <input type="checkbox"/> Schedule                    | 3/31/2011        | --         |
| <input type="checkbox"/> Performance                 | 2/23/2011        | --         |
| <input type="checkbox"/> Cost & Funding              | 2/14/2011        | --         |
| <input type="checkbox"/> Foreign Military Sales      | 10/25/2007       | --         |
| <input type="checkbox"/> Nuclear Costs               | 10/25/2007       | --         |
| <input type="checkbox"/> Contracts                   | 3/4/2011         | --         |
| <input type="checkbox"/> Contract Budget             | 2/28/2011        | --         |
| <input type="checkbox"/> Delivery & Expenditure      | 1/18/2011        | --         |
| <input type="checkbox"/> Operating & Support Costs   | 2/28/2011        | --         |
| <input type="checkbox"/> Low Rate Initial Production | --               | --         |
| <input type="checkbox"/> Sustainment                 | 3/31/2011        | --         |
| <input type="checkbox"/> PM Assessments              | 3/3/2011         | --         |

3. Under *Initialize a New DAES Report for (program)*, check "Foreign Military Sales"

# Manual IPA Data Capture – Step 4

DAES Report Options

Summary

- Submission Status
- Manage Report Sections
- Discussion Comments

Program Information

- Subprograms
- Nomenclature/Component
- Baseline References
- Mission & Description

Data Sections

- Threshold Breaches
- Foreign Military Sales

Submission Status for VTUAV (PNO: 253) MAY 2011 DAES Report

[View this Submission](#)

DAES Submission Status Instructions

Hide All

Hide

Use the area below to move your submission forward for eventual release to DAMIR, or to reassign it back to a previous release level. The current release point(s) is(are) identified below by buttons labeled "Release". The current level at which editing may take place is indicated by the status "In Process". The controls operate as follows:

- Release** - If you are at a level above the level you want to release to, you will see at least one button labeled "Release". Clicking on the "Release" button will release the submission to the level listed above the level you are currently at.
- Assign** - If you are at a level below the level you want to release to, you will see at least one button labeled "Assign". If you have privileges to release a submission, the "Assign" buttons will be enabled. Clicking on the "Assign" button will return the submission to the level defined by that line.
- Contact List** - Each release domain contains an image and a link allowing you to view the list of people who have been assigned release privileges at that level. This information is provided so that you can better determine, when you have a choice, to which level you should release the submission. Clicking either the link or the image only displays the users at that level. It does not release or assign the submission.
- Auto Pass?** - The Auto-Pass column is provided so that you may opt-out of future reviews of the submission. When you click on the checkbox you are allowing DAMIR to bypass your release level the next time a user releases the submission from a level below you. That means that you will not have to review and release a submission you have released with Auto-Pass turned on. The submission is automatically released up the chain above you.

| Process Step                 | Status     | Auto Pass?               | Action                  |
|------------------------------|------------|--------------------------|-------------------------|
| <a href="#">Nav</a>          | Pending    |                          |                         |
| <a href="#">PEO(U&amp;W)</a> | Pending    | <input type="checkbox"/> |                         |
| <a href="#">VTUAV</a>        | In Process |                          | <a href="#">Release</a> |

[Run Data Checks](#)

Last Run: Not Set

| Level | Section | Description |
|-------|---------|-------------|
|-------|---------|-------------|

# Manual IPA Data Capture – Step 5

**DAES Report Options**

- Summary
  - Submission Status
  - Manage Report Sections
  - Discussion Comments
- Program Information
  - Subprograms
  - Nomenclature/Component
  - Baseline References
  - Mission & Description
- Data Sections
  - Threshold Breaches
  - Foreign Military Sales

**Foreign Military Sales for VTUAV (PNO: 253) MAY 2011 DAES Report** [View this Submission](#)

**Instructions** Hide All Hide


Enter Foreign Military Sales (FMS) information applicable to the program, including the quantities and cost, by recipient country. Enter Foreign Military Sales, international cooperative program, and direct commercial sales information, including the quantity and estimated cost by recipient country. Add as many Foreign Military Sales as you need, by clicking onto the Add new Foreign Military Sales link. After clicking onto this section, you will get an empty field for you to select the Country, and use the other input fields enter Date of Sales, Quantity (number only), Cost (number only), and any memo associated with the particular sale that you are entering. Click onto Insert when finished entering the information, or click Cancel to cancel the addition of a new Foreign Military Sales. When updating an existing sale, click onto the pencil icon on the left to bring up the fields for the existing one. Then click onto the Update button to update. DAMIR will automatically sort the Foreign Military Sales by date of sale first (most recent sale will be at the top of the table) and then by Country (alphabetized).

If a program has any classified Foreign Military Sales, the Classified Data Exists check box should be checked and the input section should be saved before any specific information, is entered. After saving the section, the data entry for Foreign Military Sales will be disabled and all Foreign Military Sales information will be displayed in the classified DAMIR. After the Classified Data check box is checked, DAMIR should print a statement saying "Note: Classified and unclassified foreign military sales information is displayed in the Classified DAMIR."

To import Foreign Military Sales from another report (i.e., DAES/Web Services or prior SARs), choose a report from the Select a Source drop-down and Click Import button to populate the memo with the imported information. This information must be unclassified to be imported. Imported information will completely overwrite whatever is currently in this section. There is no merging of information from multiple import sources.



Click 'save' to save the updated information or cancel to revert back to the old information.

Drag a column header and drop it here to group by that column

|  Add New Foreign Military Sale |              |          |                |      |         |
|---|--------------|----------|----------------|------|---------|
| Country   | Date of Sale | Quantity | Total Cost \$M | Memo | Delete? |
| No foreign military sales found.  |              |          |                |      |         |

Delete Selected

**Memo**

ABC **B** *I* U  

5. Under *Foreign Military Sales for (program)*, select "Add New Foreign Military Sale"

# Manual IPA Data Capture – Data Entry

Foreign Military Sales for LCS (PNO: 374) JUL 2011 DAES Report

[View this Submission](#)

Instructions

Show All

Show

Drag a column header and drop it here to group by that column

Add New Foreign Military Sale

| Country | Date of Sale | Quantity | Total Cost \$M | Memo | Delete? |
|---------|--------------|----------|----------------|------|---------|
|---------|--------------|----------|----------------|------|---------|

Country\*

Date of Sale

Quantity

Total Cost \$M

Memo\*

No foreign military sales found.

Memo

No longer required.

Select the *Country* to which the commodities or services were sold, transferred, loaned or developed.  
\* If agreement is multi-lateral, create a unique entry for each country.

Enter the *Quantity* of commodities sold, transferred, loaned or developed. For *Services*, enter "0".  
Enter the *Total Cost \$M* for which the commodities or services were sold, transferred, loaned or developed.

Enter key international business issues/Impacts related to US and/or foreign partner(s) current or planned activities, updated APUC, and status of negotiations, in the second *Memo* field.

Enter Tech Security & Foreign Disclosure, Program Protection, and Export Control issues that may have an adverse effect regarding implementation of international aspects of the program in the second *Memo* field.

**Date of Sale:**  
FMS – Enter date LOA was signed or an estimated date for future sales  
DCS – Enter date export license was approved.  
IC – Enter date agreement was signed.

\* If agreement is multi-lateral, enter that fact as the first item in the first *Memo* field.

Enter Type of Transaction (FMS, DCS or IC), followed by: Agreement type; agreement number; Life-cycle phase; details about the commodities or services sold, transferred, loaned or developed in the first *Memo* field.



# IPA Acronyms

- DCS - Direct Commercial Sales
- FMS - Foreign Military Sales
- IC - International Cooperation